

When uploading supporting documents for your online application, the file size limit for each should not exceed 10MB.

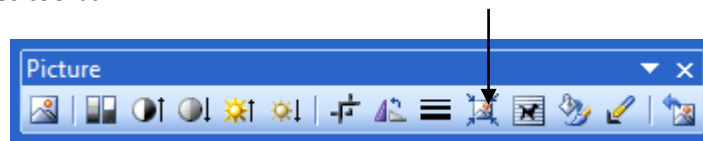
Local Planning Authorities (LPAs) find it difficult to deal with electronic attachments with file sizes greater than 10MB. The majority of these are PDF drawing files or documents (design and access statements, environmental impact assessments etc) that include high resolution images (JPEG, BMP etc).

When printing documents users choose the highest resolution (pixels/dots per inch) possible to ensure the quality of the resulting hard copy. However, the resolution of documents submitted online to support planning applications, need not be so high. Documents with resolution less than 100 pixels per inch are sufficient for LPA needs and show no detectible reduction in quality when displayed on the LPAs website.

There are numerous means of compressing documents, which in addition to reducing the resolution of documents to an appropriate level, also greatly reduce document file size. This document details how to reduce MS Word and PDF file sizes.

## Reducing Microsoft Word file sizes

If you use Word to edit photos, or frequently include images in Word documents, please consider using the “Compress Pictures” button on the Pictures toolbar\*.



This helps limit the file size of documents that contain images. In the majority of cases pictures can be compressed without noticeable difference and file size is often reduced to less than 10% of the original size (depending on the number of images/resolution).

Please note: These instructions are for Microsoft Word 2003, other versions of Word may vary in their approach to compressing images.

## Reducing PDF file sizes

There are many programs available for converting files to Portable Document Format (PDF). CutePDF Writer is one such program. Once the writer software has been downloaded from their website you can create PDFs from the print option of any Windows application in minutes.

The PDFs created with this freeware are high quality and can be emailed, printed, uploaded to a website or saved to any compact disc or flash drive. You don't need any additional software, just CutePDF Writer and the document you would like to convert to a PDF.

Open any document you would like to convert into a PDF file and use the following sequence of commands:

- Click File > Print
- Select "CutePDF Writer" from Name List in printer box
- Choose the required paper size from the drop down list in the Zoom box
- Click "Properties." Choose your "Layout" and decide how to print
- Click "Paper / Quality and Colour"

- Click Advanced > Page Size
- Click "Print Quality" and change the DPI. (The bigger the DPI, the larger the file size of the PDF will be)

## Recommendations

- If you are creating a PDF to be emailed, choose 72 DPI or 144 DPI.
- When printing a converted PDF, choose 300 or 600 DPI.
- If sending a pdf file to a commercial printer, choose 600 or 1,200 DPI.
- For most applications, just adjust the DPI setting.
  - \* PARSOL standards require that scanned documents should be a minimum of 200 dpi

Most PDF creation applications and Image manipulation software will have the default DPI settings set artificially high, therefore it is always wise to check the DPI settings before creating the PDF, this can usually be found in advanced settings, options or properties.

## Further help and guidance

- [Access our help centre](#)
- [Visit our FAQ pages](#)